

Please submit this form to the Court Records Manager. Contact information may be found on the Beaver County Court website under "Policy" at <http://www.beavercountycourts.org>

RULE 509 REQUEST FORM

Please Type or Print in Black or Blue Ink

Date of Request _____

Name of Requestor _____
Last First Middle

Signature _____ Date _____

Mailing Address _____
Street/PO Box

City State Zip Code

Telephone Number _____ Fax Number _____

Email Address _____

Receive Response by: ☐ E-Mail ☐ U.S. Mail ☐ Fax ☐ In Person (810 Third St.)
(SELECT HOW YOU WISH TO RECEIVE THE COURT'S RESPONSE)

Please identify each of the documents that are requested. It is important that your request be as specific as possible so that we may determine whether we have these documents.

Note: Information related to standard fees and procedures may be found on the Beaver County Court website at <http://www.beavercountycourts.org>. Additional fees may be levied as necessary to cover costs incurred in fulfilling specific information requests. Pre-payment will be required if expected compliance costs exceed \$100.

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|---|---------------|-----------------|
| Official Use Only Date Received _____ Request Received By: <u> </u> E-Mail <u> </u> U.S. Mail <u> </u> Fax <u> </u> In Person | CHARGE | Comments |
| Tracking Number (if applicable) | Total Cost | |